**CURRICULUM-VITAE**

**MOHIT KUMAR Contact No.** +91 7830293286, 8588854565

Sector-49, Noida, G.B. Nagar (U.P.) 201301 **E-mail ID**- mohitrajput5892@gmail.com

***CAREER OBJECTIVE:-***

* To employee my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

***WORKING EXPERIANCE :-***

* 9 Months Worked in Accounts Department in Medigaon
* 2.5 Year worked as a Quality Check Operator for DPLI Process (DHFL Pramerica Life Insurance Co. Ltd.) in **Tata Consultancy Services NOIDA**
* Currently working in **AMS Inform Pvt. Ltd.** as Data Analyst and quality analyst from **May 2019** in Global data base check Education and criminal background check global data screening display

**Quality Check Operator**

* Remarkable experience in data entry (alpha and numeric)
* Verifying the data fields in the system captured by data entry operator and providing feed back to users against erroneous fields.
* To provide proper training to new joiners in the production environment.
* Providing extended support during month end high volume days.
* Appreciation received from management and client several times for being one of the top 3Q Cooperator for the process in terms of productivity and quality
* Handle additional tasks a part from daily volume processing such as CKYC transaction processing, client id validation, rural urban validation etc.
* Worked on UAT environment for new product QC and submitted the findings to client
* Hands on experience in using MS Office and insurance applications such as COSMOS, IL etc.
* Proficient in Microsoft Office products (Word Excel Access and Outlook), 10-key and alphanumeric typing
* In-depth knowledge of entering data fields into computers in Windows
* Posses typing Speed 25-35 words per minute
* Excellent data entry skills
* Strong clerical and administrative skills
* Ability to process high volume of data on-line accurately
* Profound ability to work independently

***EDUCATIONAL QUALIFICATION:-***

* **High School** Passed from U.P. Board Allahabad in the year 2009.
* **Intermediate** Passed from U.P. Board Allahabad in the year 2011.
* **B.Com** Passed from M.J.P Rohilkhand University, Bareilly in the year 2014.

***PROFESSIONAL QUALIFICATION:-***

* Accounting Package Tally
* Microsoft Office
* Internet & Email Handling

***PERSONAL PROFILE:-***

**Date of Birth. :** 5th Aug 1992

**Father’s Name :** Shri NarendraSingh

**Permanent Address. :** Vill &Post-Gajroula Shiv, Dist-Bijnor (246701) Uttar Pardesh.

**Nationality :** Indian

**Marital Status :** Unmarried

**Gender :** Male

**Religion :** Hindu

**Language known :** Hindi & English

***DECLARATION:-***

* I hereby declare that the information is truth and correct to the best of my knowledge and belief. I am working with honest faithful.

**Date :…………………..**

**TO :…………………..**

**Place : ………………… (MOHIT KUMAR)**